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# Connecting to Collections and Disaster Preparedness

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Maryland's Tri-Fold Approach



Maryland Department of Planning



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# The IMLS and Connecting to Collections



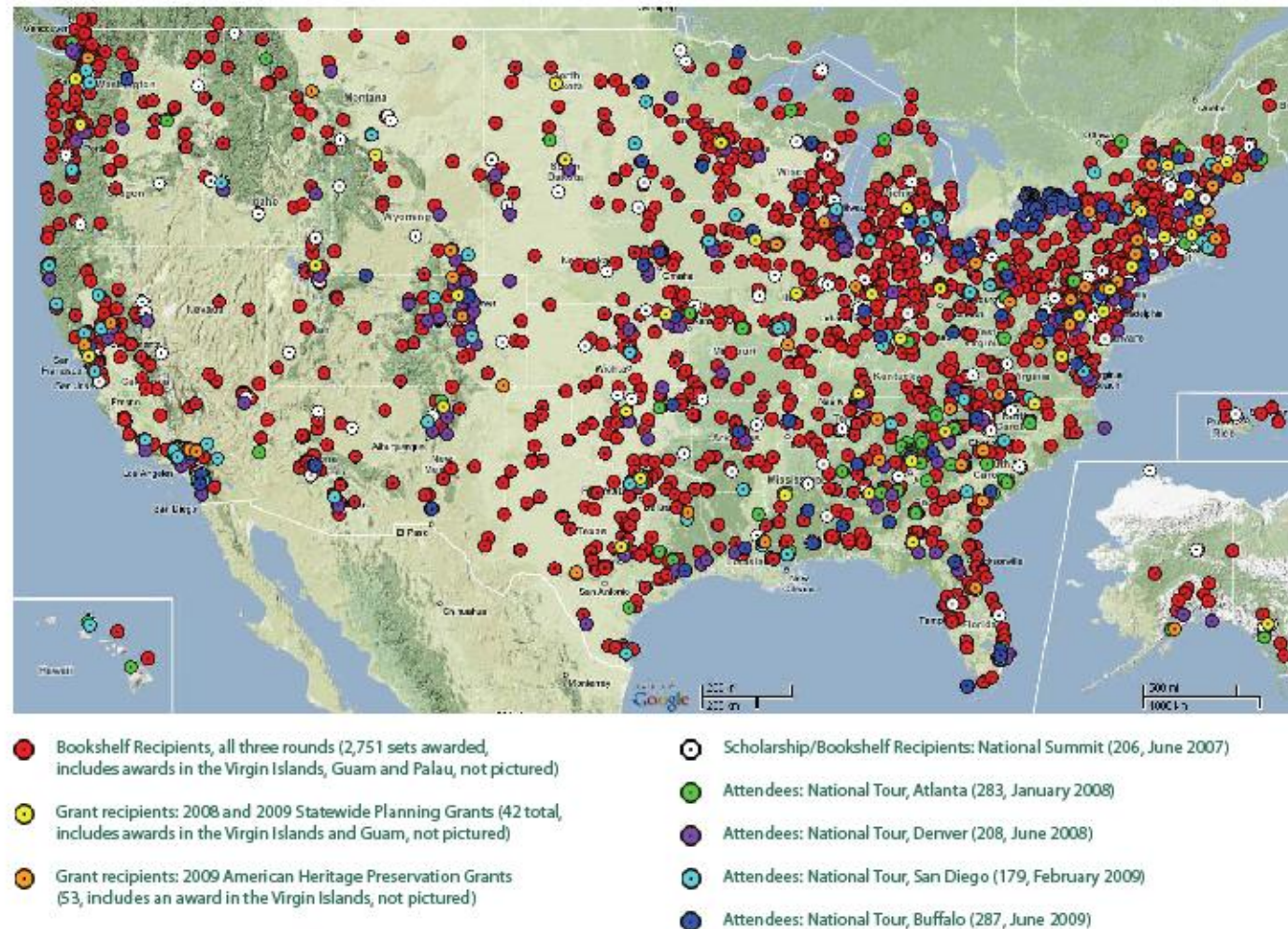
**“America’s collections are for everyone. They are discovered billions of times a year in libraries and museums across the country. They enlighten and inspire all of us. Yet they are at risk.**

The Institute of Museum and Library Services has created *Connecting to Collections: A Call to Action*: a multi-year, multi-faceted national initiative to raise public awareness and inspire action.

The initiative is grounded in the results of *A Public Trust at Risk: The Heritage Health Index Report on the State of America’s Collections*. “

# IMLS: Connecting to Collections

National Impact of *Connecting to Collections*: A Call to Action as of July 2009



Copyright IMLS: [http://www.imls.gov/collections/about/pdf/CtoC\\_Map\\_Jul09.pdf](http://www.imls.gov/collections/about/pdf/CtoC_Map_Jul09.pdf)

# The *Heritage Health Index*



"A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections", was published in December 2005 and concluded that immediate action is needed to prevent the loss of 190 million artifacts that are in need of conservation treatment. The report made four recommendations:

- " Institutions must give priority to providing safe conditions for the collections they hold in trust.
- " ***Every collecting institution must develop an emergency plan to protect its collections and train staff to carry it out.***
- " Every institution must assign responsibility for caring for collections to members of its staff.
- " Individuals at all levels of government and in the private sector must assume responsibility for providing the support that will allow these collections to survive.%"

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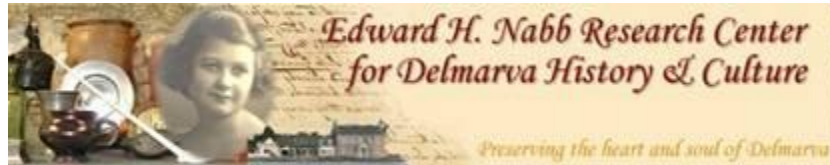
## State by State: Maryland and C2C

- The Maryland state application to IMLS for a C2C grant was initiated by the Maryland Historical Trust Museum Assistance Program and the Maryland Archaeological Conservation Laboratory.
  - MHT was joined by a group of local museums, libraries, historical societies and archives who are providing consultation and logistical support.
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# The MDC2C Partners

Historical Society of Frederick County



MARYLAND EMERGENCY  
MANAGEMENT AGENCY



Maryland State Archives



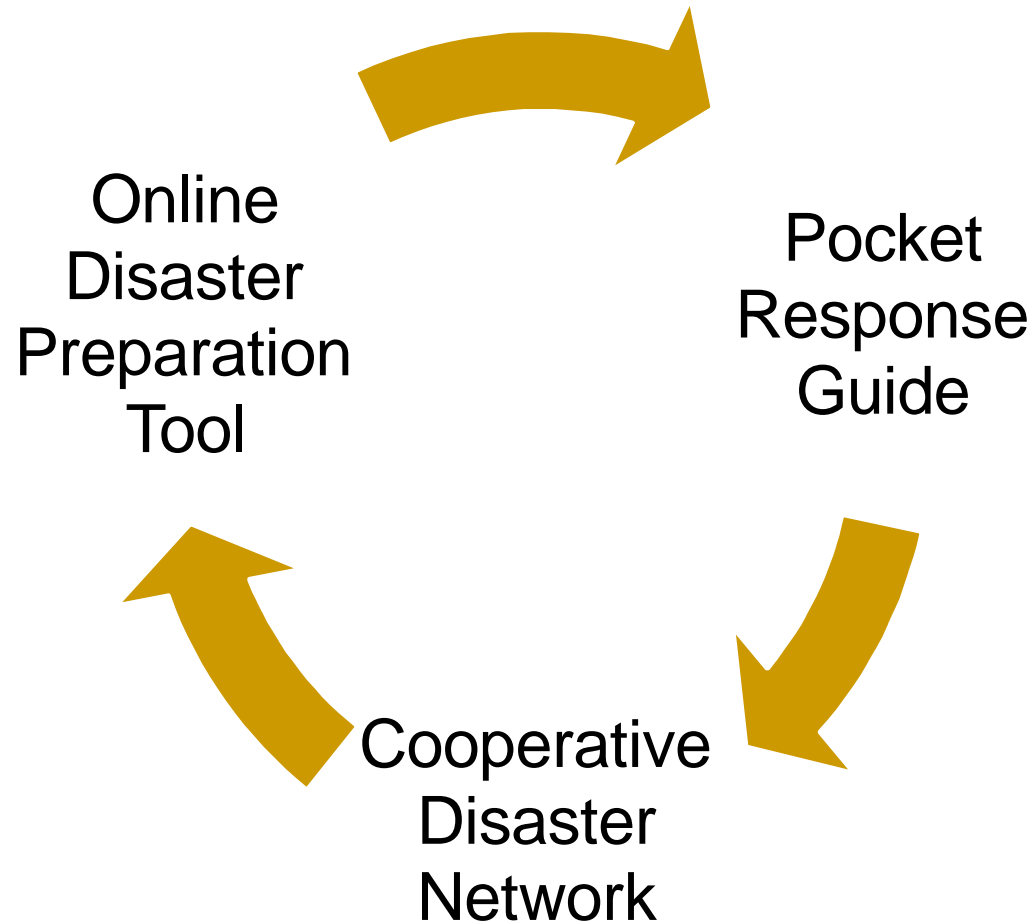
NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER



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# The Maryland C2C Project: Goals



# What is MdPlan?

**MDdPlan™** The Online Disaster-Planning Tool for Cultural and Civic Institutions



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## Welcome to MARYLAND dPlan!

### Is your institution ready to deal with a disaster?

Disasters can come in all shapes and sizes, from natural disasters (floods, hurricanes, and earthquakes) to emergencies resulting from an accident (burst water pipe), deferred maintenance (leaking roof), or negligence (fire or mold). An effective response will be determined by how well prepared you are to deal with a disaster.

Disaster planning is an essential component of preserving your institution's collections. With a written disaster plan, libraries, archives, museums, historical societies, and other collection-holding institutions can reduce the risk of disaster and minimize losses. **dPlan** is perfect for small and medium-sized institutions that do not have in-house preservation staff. **dPlan** is also valuable for large library systems or museum campuses that need to develop separate but related plans for multiple buildings, locations, or branches.

**dPlan can help you create a plan for disaster prevention and response.** Enter data into the online template to create a customized disaster plan for your institution. This plan will help you:

- prevent or mitigate disasters,
- prepare for the most likely emergencies,
- respond quickly to minimize damage if disaster strikes, and

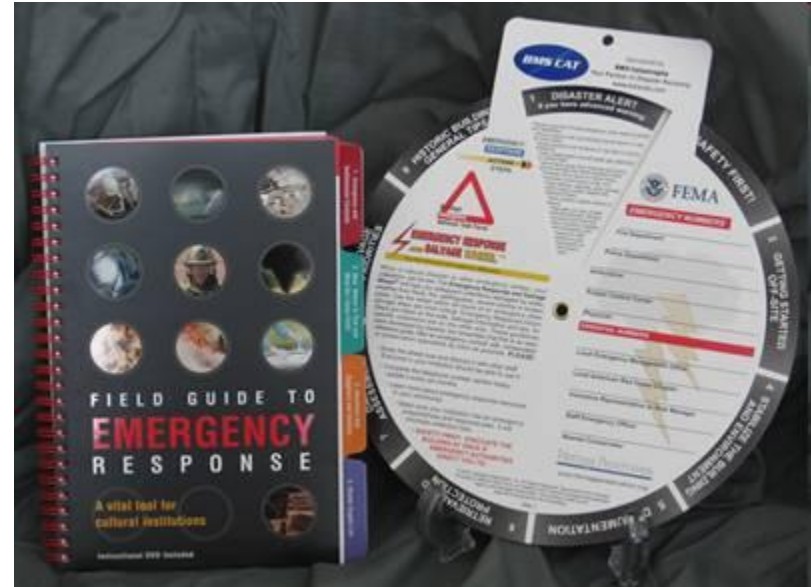


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# MDC2C: Pocket Response Guide

Heritage Preservation already has an excellent handbook *Field Guide to Emergency Response* and the quick reference *Salvage Wheel*. These should be on every museum's bookshelf.

*Pocket Response Guide* is a digital resource populated from MdPlan and listing local and regional emergency resources, as well as event checklists.



<https://www.heritagepreservation.org/catalog/default.asp>

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**SIDE A (Communications).** Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

MdPlan Pocket Response Guide	MAC LAB STAFF	MAINTENANCE	FIRST RESPONDERS	PRESERVATION SERVICES	DISASTER RECOVERY COMPANIES
<b>DISASTER TEAM</b>					
<b>Denise America</b> (H) 410-586-2321 (C) 443-968-6492 (O) 410-586-8514	<b>Gareth M. Lewis</b> (H) 301-705-5698 (C) 202-468-0409 (O) 410-586-8579	<b>Dimitrios Papadakis</b> (H) 410-326-1170 (C) 443-968-1131 (WC) 443-710-2599 (O) 410-586-8521	Police /Sheriff <b>911</b>	American Institute for Conservation Collections Emergency Response Team (AIC-CERT) <b>24-hour assistance: (202) 661-8068</b>	<b>Local</b> Servpro Lexington Park, MD (301) 862-9500
<b>Ed Chaney</b> (H) 301-475-9654 (O) 410-586-8554	<b>Caitlin Shaffer</b> (C) 860-460-4832 (O) 410-586-8576	<b>Jim House</b> (H) 410-586-2398 (C) 443-624-0034 (WC) 410-245-2965 (O) 410-586-8523	Fire Department <b>911</b>	Nti Park Service – Harpers Ferry Conservation Center Phone: 304-535-5050	<b>National</b> <b>Belfor</b> Toll Free: 800-856-3333 Fax (248) 594-1133 URL: <a href="http://www.belfor.com/">http://www.belfor.com/</a>
<b>Nichole Doub</b> (H) 410-394-9089 (C) 410-231-1859 (O) 410-586-8577	<b>Erin Wingfield</b> (C) 301-247-5676 (O) 410-586-8582	<b>Steve Embrey</b> (H) 410-535-2877 (C) 410-610-6675 (WC) 410-428-2281 (O) 410-586-8520	Ambulance <b>911</b>	National Trust for Historic Preservation tel: 202.588.6000; 800.944.6847	<b>BMS Catastrophe</b> Phone: 800 433-2940 (817) 332-2770 Fax: (817) 332-6728 Email: <a href="mailto:info@bmecat.com">info@bmecat.com</a> URL: <a href="http://www.bmecat.com/">http://www.bmecat.com/</a>
<b>Becky Morehouse</b> (H) 410-286-7131 (C) 410-610-1132 (O) 410-586-8583	<b>Alexandra Glass</b> (H) 410-326-1059 (C) 443-624-3752 (O) 410-586-8547	<b>Will Wyatt</b> (C) 410-610-8045 (O) 410-586-8520	Regional EMA (Calvert County) 410-535-0314 John Robert Fenwick Division Chief 410-535-1600	Heritage Preservation Phone 202-233-0800	<b>Munters Moisture Control Services</b> Phone: 800- 686-8377 (978) 241-1100 Fax: (978) 241-1219 Email: <a href="mailto:dhinfo@munters.com">dhinfo@munters.com</a> URL: <a href="http://www.munters.us/">http://www.munters.us/</a>
<b>Sharon Raftery</b> (H) 410-535-9314 (C) 410-231-9382 (O) 410-586-8550	<b>Annette Cook</b> (H) 301-475-3650 (C) 757-343-5530 (O) 410-586-8556	<b>Lemuel Thomas</b> (H) 443-968-2125 (WC) 410-402-3987 (O) 410-586-8520	<b>MAINTENANCE/UTILITIES</b>	Amer Ass. for State & Local History Phone: 615-320 3203	<b>TEMPORARY STORAGE</b>
<b>Sara Rivers-Cofield</b> (H) 410-286-5949 (C) 443-486-2421 (O) 410-586-8589	<b>Virginie Ternisien</b> (C) 301-364-8726 (O) 410-586-8584	<b>Thomas Braswell</b> (H) 410-414-9502 (C) 443-532-0764 (O) 410-586-8520	Oil Company Besche Oil Company 301-863-8688	Council of State Archivists (CoSA) 319-338-0248	<b>EZ Storage</b> Phone: 877-GO-STORE <a href="http://www.ezstorage.com/">http://www.ezstorage.com/</a>
<b>Patricia Samford</b> (C) 240-925-2748 (O) 410-586-8551			Electric Company SMECO 877-747-6326	Maryland Historical Trust Phone: (410) 514-7600	PODS, Inc 800-776-PODS (7637) <a href="http://www.pods.com/">http://www.pods.com/</a>
<b>Mark Thompson</b> (WC) 410-736-3880 (C) 443-975-5858 (O) 410-586-8511			Telephone Company Verizon 800-440-8000	Preservation Maryland Phone: (410) 685-2886	Allied Office Trailers and Storage Containers 800-532-5400 <a href="http://www.alliedtrailers.com/index.php">http://www.alliedtrailers.com/index.php</a>
			Elevator Company Thyssen-Krupp 301-345-6400	Washington Conservation Guild <a href="http://cool.conservation-us.org/wcg/">http://cool.conservation-us.org/wcg/</a>	
			Cooling System Service Calvert Controls 301-855-1986	Virginia Conservation Association <a href="http://www.virginiaconservationassociation.org/">http://www.virginiaconservationassociation.org/</a>	
			Security System Service Trojan Alarm 410-863-1434	<b>FIND A CONSERVATOR</b>  AIC Online Guide <a href="http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&amp;pagelid=495">http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&amp;pagelid=495</a>  Washington Conservation Guild <a href="http://cool.conservation-us.org/wcg/">http://cool.conservation-us.org/wcg/</a> <a href="http://cool.conservation-us.org/wcg/craa.php">http://cool.conservation-us.org/wcg/craa.php</a>  Maryland Historical Trust Phone: (410) 514-7600	

Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2".  
Insert in PReP™ Tyvek® envelope for protection. © 2006 Council of State Archivists (CoSA) May be customized and reproduced for distribution free of charge with credit to CoSA.

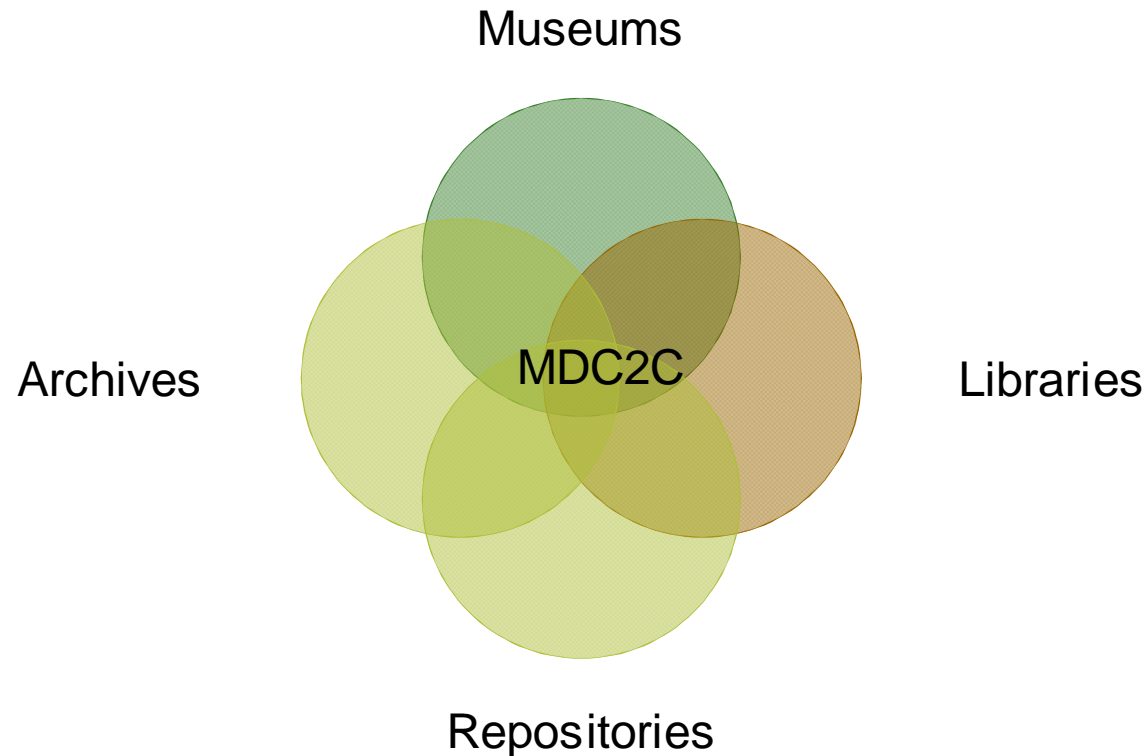
**SIDE B (Actions).** Use this side to provide step-by-step instructions for archives personnel who will respond to a disaster affecting your own institution, a state or local government agency, or another archival repository or cultural institution in your state. Ideally, steps should already be defined in the archives disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs, especially those that occur when staff members are away from their offices.

<p><b>MdPlan</b></p> <p><b>Pocket Response Guide</b></p> <p><b>Water Damage (Minor)</b></p> <ol style="list-style-type: none"> <li>1. If possible, determine the source of the water leak.</li> <li>2. If possible, cut off the water. Located in Room 159. Instruction and maps on the walls.</li> <li>3. Notify building facilities maintenance, also call the people on the <b>Emergency Call List</b> as necessary.</li> <li>4. Protect the collections from further damage as appropriate by -             <ol style="list-style-type: none"> <li>(a) Move wet or vulnerable items to a dry, secure location.</li> <li>(b) If water is coming from above, protect collections by covering them with plastic sheeting.</li> <li>(c) If water is coming in on the floor, relocate materials to a safe area.</li> </ol> </li> </ol> <p><b>Fire</b></p> <p>These instructions cover cases of fire (or activation of the fire detection system) in your building.</p> <ol style="list-style-type: none"> <li>1. If you see fire or smell smoke, activate the nearest fire alarm.</li> <li>2. Call the Fire Department – 911</li> <li>3. Evacuate the building. See the <b>Evacuation Procedures</b> elsewhere in this plan.</li> <li>4. From a safe location, contact the people on the <b>Emergency Call List</b></li> </ol> <ul style="list-style-type: none"> <li>• Report the fire first, <b>do not</b> try to put it out first. If you are in immediate danger, evacuate first, then report the fire.</li> </ul>	<p><b>Flooding (Major)</b></p> <p><b>If a flash flood warning is issued –</b></p> <ul style="list-style-type: none"> <li>• <b>Evacuate immediately. Human safety should be the highest priority.</b></li> </ul> <p><b>If a coastal flood warning is issued –</b></p> <ul style="list-style-type: none"> <li>• Listen to the battery-operated radio for the latest information.</li> <li>• Use sand bags to keep water out of the building, if there is time.</li> <li>• <b>Evacuate immediately if told to do so by local authorities.</b></li> </ul> <p><b>Water Main Break</b></p> <p><b>If a water main breaks –</b></p> <ul style="list-style-type: none"> <li>• Contact the local water authority immediately.</li> <li>• If it is safe to do so, shut off utilities to the affected area.</li> <li>• If a large amount of water is involved, <b>do not</b> enter the area if you can see any wet power outlets or live electrical wires.</li> <li>• Move collections not yet affected to a safe area.</li> <li>• If possible, move collections that have been affected to safety.</li> <li>• Cover affected collections that cannot be moved with plastic sheeting.</li> </ul>	<p><b>Severe Winter Storm</b></p> <p><b>During a winter storm –</b></p> <ul style="list-style-type: none"> <li>• If possible, staff members should not travel during a winter storm warning or a blizzard warning.</li> <li>• Stay indoors and conserve fuel.</li> <li>• After the storm, remove ice and snow from tree limbs, roof, etc. to prevent further damage.</li> </ul> <p><b>Hurricane</b></p> <p><b>When a hurricane warning is issued</b></p> <ul style="list-style-type: none"> <li>• Put protective shutters/panels for windows in place.</li> <li>• Tape windows to prevent shattered glass from being propelled into room.</li> <li>• Seal off any areas where water might enter the building.</li> <li>• Move collections to an interior location away from windows, with valuable collections taking first priority.</li> <li>• “Shelter In Place” any large or immovable objects or equipment.</li> <li>• Drape plastic sheeting over shelving units, exhibit cases, etc.</li> <li>• Perform a controlled shutdown of the computer system, and disconnect other electrical equipment that is not being used.</li> </ul>	<p><b>Gas Leak</b></p> <p><b>If you smell gas indoors –</b></p> <ul style="list-style-type: none"> <li>• Evacuate the building immediately, opening doors and windows to lower the concentration of gas inside the building.</li> <li>• Call the gas company from another location to report the leak.</li> <li>• Turn off any motorized equipment and avoid any other sources of ignition.</li> </ul> <p><b>If you smell gas outside your building –</b></p> <ul style="list-style-type: none"> <li>• Call the local gas company immediately, from an area where you cannot smell gas (<b>do not</b> use the phone in an area where you can smell gas, as phones can create spark that could cause an explosion). <b>Do not</b> assume that someone else has already called.</li> <li>• Make the occupants of neighboring buildings and passersby aware of the situation.</li> <li>• Block off the area, if possible, until the gas company arrives.</li> <li>• If the gas smell is strong and located close to your building, evacuate the building and gather staff in a safe area.</li> </ul> <p><b>Sewer System Backup</b></p> <p><b>If a sewer backup occurs –</b></p> <ul style="list-style-type: none"> <li>• Avoid contact with sewage-contaminated water.</li> <li>• Quickly move any items (collections or otherwise) that are in danger but not yet affected to a safe area.</li> <li>• Due to the health risks, this type of cleanup is usually best done by professionals.</li> </ul>	<p><b>Power Outage</b></p> <p><b>If there is a power outage in the building or in your local area –</b></p> <ul style="list-style-type: none"> <li>• If you suspect the outage is only within your building, check the fuse box.</li> <li>• If you cannot determine the cause of the outage, call the local power company.</li> <li>• Shut down the computer system and any other electrical equipment that was running before the outage.</li> <li>• If you are trapped in an elevator, <b>do not panic</b>. Use the emergency phone or button to call for help.</li> <li>• <b>Evacuate immediately if you feel that it is unsafe to keep staff and patrons in the building, or if you are told to do so by the authorities.</b></li> </ul> <p><b>Riot/Civil Disturbance</b></p> <p><b>If a riot or civil disturbance occurs –</b></p> <ul style="list-style-type: none"> <li>• All staff members should stay inside the building and not draw attention to themselves or the building.</li> <li>• If rioters may enter the building, lock collections storage areas to prevent damage.</li> <li>• If staff members encounter protesters or rioters, they should do their best to avoid confrontation, which may make the situation worse.</li> <li>• If staff members feel in danger, they should retreat to a locked room, preferably one where they can dial 911 for assistance.</li> </ul>	<p><b>Mold</b></p> <p><b>If you discover mold on collections –</b></p> <ul style="list-style-type: none"> <li>• Find out what is causing the mold growth. Look first for an source of moisture such as a water leak, high humidity in a particular area, poor air circulation, or condensation along an outside wall.</li> <li>• Consult a mycologist to ensure that no toxic mold species are present. If toxic molds are present, <b>do not</b> handle any materials yourself.</li> <li>• Modify the environment so that it is no longer conducive to mold growth. Stop any leaks, remove standing water, and/or bring in dehumidifiers to reduce humidity. Keep the climate well below 70 degrees Fahrenheit and 50 percent relative humidity. Also minimize air circulation, as this can spread mold spores to other areas of the collection. Open and close doors as little as possible, block off air return vents (if possible) so that spores are not spread in the air handling system, and <b>do not</b> run fans.</li> </ul>
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# MDC2C: Building a Cooperative Disaster Network





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Website...

<http://md.dplan.org>

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# Contact us!

- MDC2C Grant Lead:
  - Nichole Doub, Head of Conservation, MAC Lab
  - [ndoub@mdp.state.md.us](mailto:ndoub@mdp.state.md.us)

